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ATTACHMENT

I. Action Plan

Activity: Functional Description of Components

This activity involves the following action items:

Interview Components
Complete Survey Form
Component Review of Survey Forms
Functional Description in Final

Dates: 27 April - 19 June 1981 (excluding 29 May - 6 June)

Components: OC, ODP, OS/ISSG, OL/LSD/M&CB, OL/P&PD, OIS/RMD

Activity: Non-Component Interviews

This activity involves the following action items:

Interview: IHSA
C/IHTF, [redacted] et al.
Ad hoc or rescheduled meetings

25X1

Write Record Reports of meetings

Dates: 22 June - 3 July

Activity: Analysis of Similar Functions

This activity involves the following action items:
Review long-range plans of components if available
Develop definition for "similar"
Group functions according to definition
Develop pro-con discussions for each grouping

Dates: 6 July - 10 July

Activity: Develop Organizational Alternatives and Timetable

Dates: 13 July - 24 July (first draft)
27 July - 3 Aug (final draft)

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II. Output of the study will be an analysis of the information handling functions in the DDA. Separate sections include:

-- A detailed breakdown of each function. This will be a separate document which will be reviewed and approved by the involved components.

-- An analysis of similar functional areas. Functions will be grouped, explanations will be provided for the grouping, and pros and cons of such a grouping will be discussed. The definition of similarity can provide some problems here.

-- A set of organizational alternatives. At this point, a single organizational recommendation is not planned. Rather, a set of alternatives will be discussed in such a way that some alternatives may be selected for adoption independently of others.

-- A timetable for implementation of the various alternatives.

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III.

Data Collection Form

A. Functional Description of Activity

Hardware Involved:

Software Involved:

Location Required of Function (if any):

B. Personnel

prof: # tech # clerical:

skills req:
career orig from:
career advance to:

C. FY-81 Budget (Non-Personal Services)
(FY-82, FY-83, if significant changes anticipated)

D. Future plans for Function

Impact on careerists

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